

**MIAMI-DADE COUNTY
HUMAN RESOURCES DEPARTMENT
TRAINING & DEVELOPMENT UNIT
CURRICULUM**

**HR CERTIFICATION INSTITUTE
(HRCI)**



The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be preapproved for recertification credit.

CONTINUING EDUCATION UNITS (CEUs) CHART
Effective through 12/31/16

CLASS	PHR/SPHR CEUs	CEU HOURS
<i>Art of Oral Presentation</i>	PHR	6.5
<i>Art of Public Speaking</i>	PHR	3.25
<i>Conflict Management Relations</i>	PHR	2.5
<i>Conflict Resolution Skills</i>	PHR	6.5
<i>Creative Problem Solving Strategies</i>	PHR	2.5
<i>Cultural Diversity</i>	PHR	6.5
<i>Dealing With Difficult People</i>	PHR	3.25
<i>Decisiveness</i>	SPHR	3.25
<i>Developing Others</i>	PHR	3.25
<i>Developing Performance Measures</i>	SPHR	2.5
<i>Documenting For Results</i>	PHR	2.5
<i>Employee Recognition</i>	PHR	2.5
<i>Engaging Employees In Changing Times</i>	SPHR	2.5
<i>Fair Employment Practices</i>	PHR	6.5
<i>Highly Effective Teams</i>	PHR	2.5
<i>Leadership</i>	SPHR	5.5
<i>Lean Six Sigma Yellow Belt</i>	SPHR	6.0
<i>Management/Professional Performance Appraisal</i>	PHR	2.5
<i>Managing Multi-Generational Employees</i>	PHR	3.25
<i>Managing Across</i>	SPHR	3.25
<i>Managing Up</i>	SPHR	3.25
<i>Marketing Your Department</i>	SPHR	5.5
<i>Mediating Workplace Disputes</i>	PHR	3.25
<i>New Employee Orientation</i>	PHR	6.5
<i>Orientation to Personnel Procedures</i>	PHR	3.25
<i>Proactive Performance Appraisal</i>	PHR	6.5
<i>Problem Solving & Technical Credibility</i>	SPHR	3.25
<i>Progressive Discipline</i>	PHR	6.5
<i>Structured Interview and Selection Techniques</i>	PHR	6.5
<i>Supervisory Safety</i>	PHR	6.5
<i>Teamwork & Group Leadership</i>	PHR	3.25
<i>The Secret Behind Motivation & Delegation</i>	PHR	2.5
<i>Violence in the Workplace</i>	PHR	6.5